

**SECRET**

D R A F T

10 February 1964

MEMORANDUM FOR: ADP Installations over which OCS has Equipment Cognizance

FROM : AD/CS

SUBJECT : Automatic Data Processing Equipment

25X1A

1. In order to expedite the consideration of requests for ADP and ADP-related equipment, may I invite your attention to the procedure described in para 1.e. of [REDACTED] which reads as follows:

" (1) Requisitions for new, replacement, or additional office business machines shall be forwarded to the Director of Logistics, through the Chief, Management Staff, accompanied by a detailed memorandum of justification addressed to the latter. The justification shall be signed by the Operating Official concerned and shall contain, as a minimum, the following information:

- (a) A description of the work to be performed.
- (b) Availability of central facilities or pool facilities.
- (c) Statement explaining the efficiency, quality, or economies to be gained by using the requested office business machine. Savings estimates should include data such as work volume and man-hours involved.

(2) The Chief, Management Staff shall forward requisitions, with his concurrence, to the Director of Logistics. Requisitions on which reconsideration is recommended shall be returned to the originator by the Management Staff together with reasons for such action."

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2. Pending the revision of [REDACTED] and publication of the OCS Mission and Function Regulation, the AD/CS carries the above responsibility assigned to the Chief, Management Staff.

Joseph Becker  
Assistant Director  
Computer Services

cc: Director Logistics  
Budget  
Office of Finance  
DDS (Regs Staff)

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